

## Employee Address Form

1. Work Phone (Include Area Code) (       )	2. Home Phone (Include Area Code) (       )	3. Tour of Duty	
4. Name (Last, First, Middle)		5. Social Security No.	
6. Urbanization (Puerto Rico Employees Only)			
7. Street Address or P.O. Box			8. Apartment Number
9. City	10. County	11. State	12. Zip Code Plus 4
City Code (Agency Use)	County Code (Agency Use)	State Code (Agency Use)	

The purpose of this form is to establish or change an employee's current residence address for receipt of personnel, payroll, and benefits information.

**Receipt of Salary Check:** The Government makes payments electronically through a program called Direct Deposit. Direct Deposit is a safe, convenient, and reliable way to receive your Federal payment through a financial institution. A financial institution can be a bank, credit union, savings bank or thrift. Many financial institutions offer basic, low-cost accounts in addition to full-service checking or savings accounts.

New employees must complete SF-1199A, Direct Deposit Sign-Up Form, to have their salary checks deposited to a financial institution of their choice. Current employees must use Employee Express. With Direct Deposit, salary payments will generally be available at your financial institution on the Monday prior to the official Thursday payday. To elect direct deposit of salary checks, a completed SF-1199A must be submitted to the servicing TPC Payroll Office at the following address:


You may receive your salary payment by paper check at your home address if receiving your payment electronically causes you a hardship due to a physical or mental disability, geographic or language barrier, or if it would cost you more than receiving your payment by paper check at your home address.

If you do not elect Direct Deposit, you must complete the reverse side of this form to request a waiver and have your paper salary check directed to your home.

Signature	Date
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### **Request for Waiver of Direct Deposit**

I request a waiver of electronic payment of my salary because direct deposit will cause hardship. My salary check should be mailed to the following address.

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1. Urbanization (*Puerto Rico Employees Only*)

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2. Street Address or P.O. Box

3. Apartment Number

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4. City

5. State

6. Zip Code

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**City Code (Agency Use)**

**State Code (Agency Use)**

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I understand that by electing home mail delivery, I may experience delays in receipt of my salary check due to holidays or interruptions in postal delivery, ( *e.g. severe weather*) that are outside of the control of the Internal Revenue Service.

I understand that if I have not received my home mail delivery salary check by the Monday following the official Thursday pay day, I will notify my manager and an Employee Account Representative at 1-800-829-6007, Option 11, to arrange for a re-certified salary payment as provided in the NORD/NC V Article 31, Section 5. The re-certified payment will be provided to me within 5-7 workdays of reporting the missing salary payment.

I understand that an Emergency Salary Payment will not be issued due to delays in home mail delivery unless a hardship condition can be demonstrated that cannot be timely resolved by the re-certified payment.

I understand that Direct Deposit is the most reliable method of always receiving my salary payment on time and generally available at my financial institution on the Monday prior to the official Thursday payday.

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Signature

Date

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### **Privacy Act Notice**

#### **General**

This information is provided pursuant to Public Law 93-579 (*Privacy Act of 1974*), December 31, 1974, for individuals completing Form 12711.

#### **Authority**

5 USC 301

#### **Purpose and Uses**

This form is issued to obtain an employee's home address.

#### **Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b) (*Privacy Act of 1974*)**

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the United States Department of Agriculture is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the U.S. Department of Agriculture. The SSN also will be used by the U.S. Department of Agriculture and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration process carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.